

GILA COUNTY DEPARTMENTAL REQUEST TO ADVERTISE FOR BIDS

All departments procuring purchases in excess of \$50,000 that requires advertising for bids must follow the Procurement Procedures and must complete Item "I" of this form prior to such purchase. The requesting department is responsible for writing necessary specifications and routing them, including this form and completed Bid Request Form to the Purchasing Department. This Form must be completed and have a copy of the specifications attached before routing begins. All Requests and Specifications will be in accordance with the Arizona Revised Statutes and the latest version of the Gila County Purchasing Policy and Procedures.

IS THIS A REQUEST FOR		<i>Check one</i>	REQUEST NUMBER 011516 <small>(For Procurement Use Only)</small>	
Bids _____ X _____				
Proposals _____				
Qualifications _____				

I. DESCRIPTION: List item(s) to be purchased, purpose, specific summary, estimated cost and funding source.

FUNDING	PROJECTS:
Fund 6510 Dept No. 341 Program 526 Location Account 4500.71 Estimated Cost \$ 220,000	Mesa Del Caballo Street Improvements Project-Phase I

INTENT To establish a contract with a contractor to perform street improvements on three streets in the Mesa Del Caballo Subdivision in Payson, AZ.

Signed: _____
Elected Official or Department Head
Date 1/25/16

II. DEPARTMENTAL INFORMATION ONLY: Action Dates

DATE	Department Receipt	Placed on Agenda
	<u>1/25/2016</u>	
	Presented to Board <u>2/16/2016</u>	Approved to Call _____
	Delivered to Paper <u>2/17/2016</u>	Paper Name <u>Arizona Silver Belt</u>
	Advertised From <u>2/24/2016</u>	To <u>3/2/2016</u>
	Closing Date <u>3/23/2016</u>	Bid Award Date <u>4/19/2016</u>
	Awarded To _____	Pre-Bid Meeting Date _____

III. OTHER APPROVAL: Only as necessary

Department Name: _____	Date _____
Department Head Signature _____	
Department Name: _____	Date _____
Department Head Signature _____	

IV. APPROVED

Finance Director Signature _____	Date _____
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